

KITTITAS COUNTY
INFORMATION TECHNOLOGY DEPARTMENT
AGENDA STAFF REPORT

AGENDA DATE: June, 2017

ACTION REQUESTED: Approve a resolution to require designations of Records Officers

BACKGROUND: The Records Management Committee (RMC) has previously recommended, and the board has created by resolution, Records Management Policies. The RMC has created Records Management Procedures and a Records Management Handbook. These documents reference the responsibilities of Records Officers within departments and offices. RCW 40.14 requires the designation of a Records Officer and sets that person's responsibilities and authority. The RMC has considered the RCW and believes it wise and necessary for the board to require a Records Officer be designated by each department head and elected official to be responsible for the responsibilities defined in county policy and procedures, and they be required to attend RMC meetings.

INTERACTION: Deputy Prosecuting Attorney Stephanie Hartung reviewed the policy language and drafted the resolution. The Management Team reviewed the recommendation and policy change and offered no concern. The RMC asked the IT Director to bring the policy change to the board for adoption.

RECOMMENDATION: The RMC unanimously recommends the board adopt the resolution to change to the Records Management Policy requiring the designation of Records Officers in each department/office.

HANDLING: None

ATTACHMENTS: Resolution with attached policy changes

LEAD STAFF: Jim Goeben, IT Director

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON**

**RESOLUTION
NO. 2017-_____**

RESOLUTION TO REQUIRE DESIGNATIONS OF RECORDS OFFICERS

WHEREAS, the Kittitas County Records Management Committee intends to ensure County compliance with applicable records management laws by tracking and deliberating pertinent records management legal issues and how they apply to the County and providing such information to the Kittitas County Board of County Commissioners for their consideration; and

WHEREAS, the Records Management Committee's review of RCW 40.14.040 has led to the conclusion that Records Officers are required within each County department/office in addition to the Public Records Officer; and

WHEREAS, the Records Officer can be the same person serving as the Public Records Officer as long as the additional role and duties are recognized and assigned including managing the department's/office's records and attending Record Management Committee meetings; and

WHEREAS, the Records Management Policy needs to be updated to reflect these necessary changes and the proposed revisions are attached hereto.

NOW THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Kittitas County, Washington, hereby directs each Department Head and each Elected Official to designate one of their employees as a Records Officer to manage their respective department's or office's records.

BE IT FURTHER RESOLVED that the Board of County Commissioners also hereby adopts the revisions made to the Records Management Policy that are attached hereto and incorporated by reference.

DATED this _____ day of _____, 2017, at Ellensburg, Washington.

BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON

Paul Jewell, Chairman

Laura Osiadacz, Vice-Chairman

Attest:

 Clerk of the Board, Julie Kjorsvik
 Deputy Clerk of the Board, Mandy Buchholz

Obie O'Brien, Commissioner

Records Management Policy

Kittitas County Records Management Policies

3. Policy

Department Heads and Elected Officials shall designate a Records Officer in their department/office responsible for coordinating records management within their department/office, including but not limited to:

1. Knowing, understanding, and enforcing county Records Management Policies and Procedures
2. Ensuring department/office staff understand and comply with the Records Management Policies and Procedures
3. Assisting staff with identifying public records, interpreting records retention schedules, converting records, scanning and tossing non-archival records, and obtaining appraisals and transferring archival records to the WA State Archives
4. Approving records destruction requests
5. Attending Records Management Committee meetings; occasional designee permitted

3.1 Identifying Public Records